



## ***Supreme Court Clerk's Office***

### **RECEPTIONIST/SECRETARY**

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#### **Scope of Responsibility**

- Performs secretarial/accounting/reception duties for the Supreme Court Clerk's Office.
  - Under the direction of the Office Manager, performs routine duties with minimal direction.
  - Independent judgment and discretion are involved in direct contact with the public.
  - Requires technical proficiency to enter accounts receivable data into the QuickBooks accounting information management system, and a basic understanding of the appellate review process.
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#### **Essential Activities**

- Answers all incoming phone calls, greets visitors/customers, and provides information about the court and cases. Preponderance of questions will require use of court's case management to explain case status. Questions beyond expertise are referred to the appropriate subject matter expert.
- Receives payments, cash and checks, for filing fees and services, reconciles accounts using the court's accounting system, and makes deposits to the Treasurer's office.
- Receives filings via direct delivery, facsimile and/or e-mail, and appropriately disseminates the documents.
- Performs typing, generally of overflow nature, usually without responsibility for meeting deadlines.
- Prepares and distributes the Temple of Justice phone list. Maintains records of law clerks.

### **Essential Activities (Continued)**

- Takes requests for copies of records from the general public, attorney general's office and attorneys.
  - Performs other duties as required.
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### **Key Competencies**

- Knowledge of: techniques of business correspondence, accounting and report writing; English grammar, spelling, and punctuation; office practices including filing, indexing, and cross-reference methods; commonly used office equipment; Microsoft Word, Outlook and Excel.
  - Ability to: exercise good judgment and poise in dealing with the public; perform clerical work; type accurately; effectively communicate both orally and in writing; organize and prioritize work requirements.
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### **Qualifications and Credentials**

Associate of arts degree in legal secretarial science **AND**

- Two years secretarial/clerical experience. Appellate or superior court experience preferred.

**OR**

Graduation from high school **AND**

- Five years secretarial/clerical experience, two years of which must be in a legal environment. Appellate or superior court experience preferred.

Computer and word processing skills required.

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### **SALARY RANGE: 36**

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7/14 Revised  
2/08 Revised  
8/04 Revised  
6/01 Revised